



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Mountain  
Plains  
Region

1244 Speer Boulevard  
Denver, CO 80204

JAN 07 1994

Reply to  
Attn. of: SP 94-59

Subject: Coordinated Review Guidance - Revised Pages 1-2 and 5-3

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri ED,  
(Special Nutrition Programs) Montana OPI, Nebraska ED, North Dakota,  
South Dakota, Utah and Wyoming ED

Attached are copies of replacement pages 1-2 and 5-3 for the Coordinated Review Guidance. Page 1-2 contains additional guidance, in the first paragraph, concerning schools reviewed early in the year based on a Claim for Reimbursement and eligibility documents from the previous year. Page 5-3 contains only one change in item number 3. The word right has been changed to left.

Also attached are copies of the S-A5 form and instructions, Review Of Eligibility Certification For A Period Other Than The Review Period. This is not a new form, it was sent out under INF 93-10 on November 25, 1992, but we have recently had requests for copies from two States so we are reissuing copies.

If you have any questions, please contact our Review Unit at (303) 844-0355.

*for Edward F. Campbell*  
ANN C. DEGROAT  
Regional Director  
Special Nutrition Programs

Attachments

## ADMINISTRATIVE REVIEW

### GENERAL

**COMMENTS** An administrative review is the initial comprehensive on-site evaluation of a school food authority (SFA) participating in the Program, and includes both critical and general areas of review. Additionally, it includes other areas of Program operations determined by the State agency to be important to Program performance.

During the administrative review process, this guidance is to be used in conjunction with the Coordinated Review forms and instructions. This guidance only addresses Coordinated Review procedures, therefore, in situations where additional information is needed, refer to other materials developed by Food and Nutrition Service (FNS).

### REVIEW

**FREQUENCY** Each school food authority must be reviewed at least once during the established four (4) year cycle with no longer than five (5) years between reviews.

Any school food authority entering the Program at any point during the cycle must be reviewed prior to the end of the cycle.

State agencies are encouraged to conduct more frequent administrative reviews of large school food authorities and of any school food authority which may benefit from a more frequent interval.

FNS may, on an individual school food authority basis, approve written requests for one (1) year extensions to the five (5) year review interval.

### REVIEW

**SCHEDULE** Since there is no per year minimum number of reviews to be conducted, States are afforded the flexibility to schedule reviews within the cycle based on State agency considerations.

Upon FNS' request, the State agency must inform FNS of the anticipated schedule of reviews.

### REVIEW

**PERIOD** At a minimum, the review period must include the most recent month for which a Claim for Reimbursement was submitted, provided that it covers at least ten (10) operating days. The Claim for Reimbursement is considered to be submitted once it has been mailed or provided to the State agency.

Subject to FNS approval, administrative reviews may be conducted early in the school year, prior to the submission of a Claim for Reimbursement, however, the review period must be the prior month of operation in the current school year and include at least ten (10) operating days.

## OVERVIEW

A State agency may, without FNS approval, review a school food authority early in the school year based on a Claim for Reimbursement from the previous year. In these instances, the State agency would have to review the previous school year's eligibility determinations, benefit issuance documents and procedures for updating eligibility. If fiscal action is required, it must be taken back to the beginning of the previous school year. If the State agency determines that any school's meal count system was inadequate for the review period and/or on the day of review and recalculation of the school's meal counts will be done, the reviewer must count and record the number of eligible students in the current school year. The number of eligible students from the previous school year must be used to recalculate claim periods from the previous school year and the current number of eligible students used to recalculate claim periods in the current school year. In addition, if any school in the school food authority violates the eligibility certification/benefit issuance/updating eligibility aspect of Performance Standard 1 based on the review of the previous year's documents, that aspect must be reviewed for that school using the current school year eligibility certification, benefit issuance, and updating eligibility documents.

### TIMING

The actual on-site review must be completed during the school year in which the review begins. Circumstances and scheduling may, however, dictate some overlap into the next school year for implementing corrective action, documenting corrective action, and/or taking fiscal action.

### REVIEW SCHEDULE REVISIONS

In any school year in which FNS or the Office of Inspector General (OIG) conducts an audit or investigation of a school food authority, the State agency must, unless otherwise authorized by FNS, delay a scheduled review until the following school year. Exceptions must be documented by the State agency.

If a State agency finds pervasive problems in a school food authority, FNS may authorize the State agency to cease review activities prior to reviewing the required number of schools. Where FNS authorizes the State agency to cease review activity, FNS may either continue the review activity or refer the school food authority to OIG.

Other points for consideration in revising the review schedule include:

- discovery of problems within a school food authority;

- allowance for needed resources to schedule follow-up activity;

- Program terminations; and

- new school food authorities entering the Program at any point during the cycle.

Revised September, 1993

- B. Use the Sample Size Chart on page 5-1 and record the sample size in B.
- C. Divide A by B for the sample interval, rounding down to the nearest whole number, and record in C.
- D. Select a random starting point, using the guidelines below, and record the first name selected in D. Review that name and all subsequent names using the sample interval. Record any errors on the CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET, S-5.

### RANDOM STARTING POINT

For the sample to be statistically valid, both the starting point and the sample must be selected at random. A variety of methods exist to select this random starting point. A random number table can be used, or numbers equal to the sample interval can be written on pieces of paper and one selected randomly.

### RANDOM NUMBER TABLE

1. Record the number of applications or names on the benefit issuance document in the boxes below. Use one box for each number.

--	--	--	--

Example:

2	3	7	
---	---	---	--

2. Select any number from the random number table on page 5-7 and record: \_\_\_\_\_
3. Starting from the left, count over the number of digits in the random number that are within the universe. Example: 88 not 882.
4. The application which corresponds to the number determined in 3 above is the random starting point.

### SAMPLE INTERVAL METHOD

1. Write down, on pieces of paper, the numbers in the sample interval, beginning with the number 1.
2. Put the pieces of paper in a container. Mix or shake the container.
3. Select one piece of paper. The number on the paper represents the random starting point.

### OTHER METHODS

Commercially available software exists which can be used to obtain random numbers as well as selecting a statistically valid sample.

Revised September, 1993

## STATISTICAL SAMPLING

### ERROR PROJECTION

#### GENERAL INFORMATION

When statistical sampling is used for both applications and benefit issuance, the errors found in both samples can be projected together when the universe and the sample size are the same. When the size of the universes or the samples is not equal, each sample's errors must be projected separately.

In order to obtain the information needed to complete the CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET, S-5, Performance Standard 1 violation thresholds and fiscal action, a two-step projection is needed.

#### STEP 1

Check one:

☐ Applications Only   ☐ Benefit Issuance Only   ☐ Applications and Benefit Issuance

Use the following formula to compute the projection factor and round to two (2) decimal places, using normal rounding procedures.

**Formula:**    $\text{Universe} \div \text{Sample Size} = \text{Projection Factor}$

UNIVERSE	÷	SAMPLE SIZE	=	PROJECTION FACTOR

#### STEP 2A

Use the following chart to obtain the number of students with a Performance Standard 1 violation:

PROJECTED NUMBER OF STUDENTS WITH PERFORMANCE STANDARD 1 VIOLATIONS			
A. PERFORMANCE STANDARD 1 VIOLATION FROM S-5		B. PROJECTION FACTOR	C. PROJECTED PERFORMANCE STANDARD 1 VIOLATION (A x B)
FREE→REDUCED			
FREE→DENIED			
REDUCED→DENIED			
REDUCED→FREE			

- A. Use the CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET, S-5, and record the number of errors found in the sample under Column A.

**REVIEW OF ELIGIBILITY CERTIFICATION  
FOR A PERIOD OTHER THAN THE REVIEW PERIOD**

NA ☐

SFA:

School:

**PART I.** Check ☒ to indicate if the review was of all applications:☐ BACK TO THE BEGINNING OF THE SCHOOL YEAR☐ FOR THE DAY(S) THE REVIEW IS CONDUCTED

	A.	÷ B.	= C.	X D.	= E.
	Reviewer's Count of Eligible Students	SFA/School Count of Eligible Students	Adjustment Factor 0.000	SFA/School Count of Eligible Students for the Review Period	Enter on S-1, 13: Adjusted Count of Eligible Students for the Review Period
Free					
Reduced					

If the review was of all applications **FOR THE DAY(S) THE REVIEW IS CONDUCTED**, is the Adjusted Count of Eligible Students for the Review Period, Column E, greater than the Reviewer's Count of Eligible Students, Column A?

Free      E > A      ☐ YES      ☐ NOReduced      E > A      ☐ YES      ☐ NO**PERFORMANCE STANDARD 1 - MEAL ERROR RATE DETERMINATION****PART II.** Complete if review was of all applications **FOR THE DAY(S) THE REVIEW IS CONDUCTED** and E is greater than A for Free and/or Reduced. (YES has been checked ☒).

	F.	÷ G.	= H.	X I.	= J.
	Adjusted Count of Eligible Students for the Review Period from Column E	Reviewer's Count of Eligible Students from Column A	Adjustment Factor 0.000	From S-6: Product of Line 1 & 2 OR From S-5: Actual Lunches in error Lines 3 + 4 and 5 + 6	Enter on S-6, Line 3: Maximum Number of Lunches for Students with Errors Contributing to a PS 1 Violation
Free					
Reduced					

## INSTRUCTIONS FOR S-A5

### REVIEW OF ELIGIBILITY CERTIFICATION FOR A PERIOD OTHER THAN THE REVIEW PERIOD

**PART I.** If the review of eligibility certification was done for a period other than the review period, **PART I** must be completed to determine S-1, 13, Reviewer's Count of Eligible Students.

Check ☒ to indicate if the review was of all applications back to the beginning of the school year or for the day(s) the review is conducted.

- A. Count and record the number of students listed on all applications for the period of time indicated.
- B. Record the number of students which the SFA/school has documented as eligible for the period of time indicated. If **BACK TO THE BEGINNING OF THE SCHOOL YEAR**, the SFA/school must have kept a cumulative total of the number of free and reduced price students approved for meal benefits to date. If **FOR THE DAY(S) THE REVIEW IS CONDUCTED**, the SFA/school must have a record of the number of free and reduced price students eligible for the day(s) of review.
- C. Divide (A), Reviewer's Count of Eligible Students, by (B), SFA/School Count of Eligible Students. Round to three (3) places beyond the decimal point and enter in (C), Adjustment Factor. ( $C = A \div B$ ).
- D. Obtain the SFA/School Count of Eligible Students for the **Review Period** and record in Column D.
- E. Multiply (C), Adjustment Factor by (D), SFA/School Count of Eligible Students for the Review Period. Round to the nearest whole number and record in (E) as the Adjusted Count of Eligible Students for the Review Period. ( $E = C \times D$ ). **Record on S-1, 13 as the Reviewer's Count of Eligible Students.**

If the review was of all applications **FOR THE DAY(S) THE REVIEW IS CONDUCTED**, compare the Adjusted Count for the Review Period, (E), to the Reviewer's Count of Eligible Students, (A), for each category free and reduced. If (E) is greater than (A) for Free and/or Reduced, check ☒ Yes.

### PERFORMANCE STANDARD 1 - MEAL ERROR RATE DETERMINATION

**PART II.** If the review was of all applications **BACK TO THE BEGINNING OF THE SCHOOL YEAR**, do not complete **PART II**. Complete S-6 according to the instructions given for S-6.

If the review was of all applications **FOR THE DAY(S) THE REVIEW IS CONDUCTED** and (E) is greater than (A) for Free and/or Reduced, (YES is checked ☒ for Free and/or Reduced), complete **PART II** to determine the Maximum Number of Lunches for Students with Errors Contributing to a PS 1 Violation, S-6, Line 3, **for the category(ies) where Yes is checked ☒**. If (E) is less than (A) for Free and/or Reduced, (NO is checked ☒ for Free and/or Reduced), do not complete **PART II** for the category(ies) where **NO is checked ☒**. Complete S-6 according to the instructions given for S-6.

- F. Enter the Adjusted Count of Eligible Students for the Review Period from (E).
- G. Enter the Reviewer's Count of Eligible Students from (A).
- H. Divide (F), Adjusted Count of Eligible Students for the Review Period, by (G), Reviewer's Count of Eligible Students. Round to three (3) places beyond the decimal point and enter in (H), Adjustment Factor. ( $H = F \div G$ )
- I. If the **Estimate** column is being done on S-6, complete Lines 1 and 2 as directed in the instructions for S-6 and record the product of Lines 1 and 2 in (I). If the **Actual** column is being done on S-6, enter the actual number of lunches in error from S-5, 3 + 4 and/or 5 + 6 in (I).
- J. Multiply (H), Adjustment Factor by the number in (I). Round to the nearest whole number and enter the product in (J). ( $J = H \times I$ ). The number recorded in (J) must be recorded on S-6, Line 3: Maximum Number of Lunches for Students with Errors Contributing to a PS 1 Violation.

Complete the remaining steps on Performance Standard 1 - Meal Error Rate Determination, S-6 according to the instructions given for S-6.